

Operations

STATUS of RESOURCES and TRAINING SYSTEM

AFI 10-201, 4 May 2000, is supplemented as follows:

AFI 10-201, 4 May 2000, is applicable to the Air National Guard (ANG) with the following exceptions and modifications. For the purpose of this instruction MAJCOM for NGB is defined as the Hq Air National Guard (ANG). All previous correspondence is hereby rescinded.

SUMMARY OF REVISIONS

This revision updates the date of the supplement to coincide with AFI 10-201 to 4 May 2000.

Chapter 1

SORTS GENERAL POLICY

1.3.7. (Added) (ANG) Send SORTS reports to: "FORSTAT WASHINGTON DC," routing indicator "RUCGSOF," content indicator (CIC) is "FGGA." Precedence will be "PRIORITY." N/A if sending by SIPRNET. Any unit experiencing communication problems where they cannot transmit their SORTS report through normal means will mail their (CLASSIFIED) report on a computer disk to:

ANG/DOOX
3500 Fetchet Ave.
Andrews AFB, MD 20762-5157

This will be accomplished using an overnight delivery means.

1.4.5. (Added) (ANG) An ANG wing/group and its subordinates are considered a single unit for classification of SORTS reports.

1.7.1. (Added) (ANG) The command reporting organization (CRO) for ANG is ANG/DOOX.

1.10.2.5. (Added) (ANG) DOC Response Time Rules. The maximum DOC response time is 72 hours for C-level reporting. Units with multiple missions and different response times must apply these rules to determine the proper DOC response time:

1.10.2.5.1. (Added) (ANG) Alert Forces. Only units with the majority of their forces on alert (for example, ICBM units) must use alert response times. For alert response times less than 1 hour, a unit reports as of the time of the report.

1.10.2.5.2. (Added) (ANG) Generation Forces. The DOC response time for units that generate for employment from their present location is the final time that their generation flow plan calls for all wartime resources to be generated, not to be more than 72 hours. TDY assets, which can be returned to their home unit and generated within the 72-hour limit, may use this as their DOC response time.

1.10.2.5.3. (Added) (ANG) Mobility Forces. The DOC response time for units that must deploy before employment is the time specified in mobility regulations, not to be more than 72 hours. The reporting unit must project its ability to have its deploying resources properly configured or packaged for deployment.

1.10.2.5.4. (Added) (ANG) Combined Generation-Mobility Forces. The DOC response time for units with combined tasking, i.e. one portion of the unit generating for employment and another portion deploying to an employment site, will be based on the most demanding requirement.

1.14.2.5. (Added) (ANG) In the event a measured unit is assigned to a new initial gaining command, ANG/DOOX will obtain MAJCOM coordination on all assigned DOCs.

1.14.3.12. (Added) (ANG) ANG/DOOX will use electronic distribution to the maximum extent possible. ANG DOCs are posted on the ANG GCCS SIPRNET home page.

1.14.3.16. (Deleted) (ANG)

1.14.3.17.3. (Added) (ANG) All ANG members involved with SORTS reporting are required to attend the SORTS data handlers course conducted by Air Education and Training Command (AETC).

1.14.3.17.4. (Added) (ANG) ANG units will develop and maintain continuation training for all data handlers. *Unit continuation training content will be determined at the local level.*

1.14.3.20. (Added) (ANG) Until AFMAN 37-139, *Records Disposition Schedule*, is updated to reference Table 10-16, SORTS worksheets and databases will be kept for a period not to exceed 35 days unless superseded by current monthly report.

1.14.5. (Replaced) (ANG) "Manpower Office:" with "XPMM".

1.15. (Deleted) (ANG)

1.16.2.7. (Added) (ANG) ANG units will develop and maintain a SORTS folder. Unit folders at a minimum will include:

1.16.2.7.1. (Added) (ANG) Documentation of formal and continuation training for all SORTS monitors.

1.16.2.7.2. (Added) (ANG) Self-inspection checklist.

1.16.2.7.3. (Added) (ANG) Letter from the unit commander appointing at least a primary and alternate SORTS monitor.

1.16.2.7.4. (Added) (ANG) Current DOC statement.

1.16.2.7.5. (Added) (ANG) Letter of delegation for releasing authority of SORTS report (where the unit commander feels it is appropriate in his absence).

1.16.2.7.6. (Added) (ANG) Latest SORTS database from DISA/FORSTAT and supporting documentation. All previous reports are superseded when a new report is submitted and the data content verified. Destroy all superseded materials IAW DOD 5200.1-R, *Information Security Program*.

1.16.2.8. (Added) (ANG) Conduct SORTS Self-inspection quarterly.

1.17.2.6. (Added) (ANG) ANG SORTS managers and monitors will respond to error messages within one working day. If you have submitted a report and have not received either RECEIVED/PROCESSED message or a DATABASE back within 72 hours call the SORTS branch.

1.18.2.3 (Added) (ANG) ANG Red Horse (RH) data handlers will coordinate on information regarding R2 to include R4 personnel/training/equipment/supplies, etc., located at squadron headquarters. This requires coordination between the monitor at the squadron and data handlers at flight locations.

Red Horse squadron SORTS monitors will consolidate squadron and flight information in preparing the SORTS report.

1.20.2. (Deleted) (ANG)

1.23.3. (Added) (ANG) The OVERRIDE feature will be used by the ANG.

Table 1.1. (Added) (ANG) HQ USAF Functional Offices. (See Note)

68	Battle Management, Aerospace Control and Warning (AC&W)	ANG/C4B
69	Air Traffic Control	ANG/C4A
70	Civil Engineering, Services	ANG/CE
71	Combat Communications and Joint Communications, Engineering and Installation, Communications Flights	ANG/C4C
72	Contracting	NGB/AQ
73	Flying Wing/Group	ANG/XP
74	Medical and Aeromedical	ANG/SG
75	Mission Support units (PERSCO)	ANG/DP
76	Security Forces	ANG/DOF
77	Space and Intelligence	ANG/DOS
78	Transportation, Supply, Aircraft Maintenance	ANG/LG
79	Weather	ANG/DOOSW
80	Weather, Airlift Mobility Control Flights, Aerial Port	ANG/DOO

Chapter 2

2.4.1. (Added) (ANG) At a minimum, a unit SORTS report will be submitted monthly. The latest SORTS report will never be more than 30 days old. Units will report monthly NLT the 25th of the month, flying units will report data as close to the 25th as possible.

2.6.1.3. (Added) (ANG) ANG units will report SORTS LIMFACs requiring ANG, and/or Gaining Major Command (GMAJCOM) attention using label "READY." The remark should identify the deficiencies, problems, or conditions that are adversely impacting mission capability; explain what actions the unit has taken and identify specific assistance that has been requested through appropriate channels to resolve the LIMFACs.

2.11.3.4. (Added) (ANG) ANG Weather Flights will report all weather AFSCs (15W3, J15W3, 15W1, 1W091, J1W091, 1W071A, J1W071A, 1W051A, 1W051, J1W051, 1W031A, 1W031, and 1W011) using the PERTP label and format on all reports.

2.11.4.1.4.2. (Added) (ANG) Mobility bags determined IAW AFI 23-110V2PT2CH26/ANGSUP1,10 Sep 99, *War Reserve Materiel*; all mobility positions must have mobility bags; and all mobility bags must be filled to 100% to be counted as complete.

2.11.7.12. (Added) (ANG) ANG units will report using label “DOCID” the primary and alternate SORTS monitors (rank first name, middle initial, last name) their DSN and commercial phone numbers followed by the current DOC date and the DSN and commercial phone numbers for a STU III, secure FAX and non-secure FAX, the E-mail address, and the servicing communications center routing indicator for classified messages. (i.e. Primary TSgt John J. Doe DSN: 123-4567, COMM: (111) 234-4567; Alternate SSgt Mary K. Smith DSN: 123-6789, COMM: (111) 234-6789; STU DSN: 123-7777, COMM: (111) 234-7777; secure FAX DSN: 123-8899, COMM: (111) 234-8899; unsecure FAX DSN: 123-9999, COMM: (111) 234-9990; Routing Indicator RUELMTF. IP address if applicable.)

2.11.7.13. (Added) (ANG) Security Forces will prepare their reports using the guidance published by ANG/DOF.

Chapter 3

PERSONNEL MEASURED AREA DATA

3.1.2.1. (Added) (ANG) Units that have personnel deployed will submit a remark using TPAVL label, stating number of individuals deployed (Officer/Enlisted) and mission/operation that the individuals are deployed on (i.e. Exercise Big Wind) and estimated return date.

3.1.2.2. (Added) (ANG) Individuals who are non-participants are not to be counted as available. Non-participation for SORTS purposes is when an individual has 10 consecutive unexcused drill periods.

3.1.2.3. (Added) (ANG) Units will not count personnel assigned until after BMT is completed.

3.1.3.1.1. (Added) (ANG) Service Officers will be counted as critical personnel assigned only after completing AFSC entry level formal AFIT courses required for their grade.

3.1.3.1.2. (Added) (ANG) ANG Weather units count personnel attending school, other than for award of the basic Weather Specialist AFSC, as available.

3.1.5. (Added) (ANG) Aviation units will include required RSP support personnel (2S0X1) that are assigned to the Logistics Squadron in the Flying Squadron SORTS report. These personnel will not be included within the Supply SORTS report. Individuals required by unit DOC tasked UTCs that are not authorized on the reporting unit or its direct support units manning document, but may be available from another unit within the co-located wing/group, may only be considered subjectively.

Table 3.4. Critical Personnel By Unit Type.

Rules 5b thru 5g and 7 (Replaced) (ANG).

R U L E	A	B	C
	If your unit is a(n),	Then the following are critical officer positions by AFSC. See note where applicable,	Then the following are critical enlisted positions by AFSC. See note where applicable.
5b thru 5g	Engineering and installation	13MX and 33SX	1C1X1; 3A0X1; 3EXXX*; 3V0XX*; 2EXXX; 3CXXX; 2S0X1; 2TXXX
7	Prime RIBS	034M3	3M071 (FAC 45A0)

Table 3.4. Critical Personnel By Unit Type.

Rule 15n (Added) (ANG).

R U L E	A	B	C
	If your unit is a(n),	Then the following are critical officer positions by AFSC. See note where applicable,	Then the following are critical enlisted positions by AFSC. See note where applicable.
15n	Hawaii Region Air Operations Center (HIRAOC) (169 ACWS)	13BX; 33XX	1C5XX; 2E0XX; 2E1XX; 2E2XX; 2E6XX; 2T3XX; 2T4XX; 3C0XX; 3E0XX; 3E1XX; 2S0XX; 3P0XX; 1N0XX

Chapter 4

EQUIPMENT AND SUPPLIES ON HAND MEASURED AREA DATA

4.1.3. (Added) (ANG) Test equipment in Precision Measuring Equipment Laboratory (PMEL) is counted as possessed if it can be returned to the unit in serviceable condition within the unit's DOC response time.

4.2.7. (Added) (ANG) ANG Weather Flights will report all essential METOC equipment using the ESSA2 label, and all support METOC equipment using the ESSA6 label, on all reports using the following remark format:

TYPE/REQUIRED/ASSIGNED/AVAILABLE

Report any new equipment that is not listed on the DOC statement as it is received, i.e., NTFS, T-VSAT, STT, etc.

4.6.1. (Added) (ANG) ANG Weather Flights will calculate combat essential and support weather equipment as directed. Weather units tasked for GMQ-33 or TMQ-34 equipment not available or mission ready, will reflect shortfalls in the equipment and supplies/condition C-levels. Commanders may assess upwards if they determine a Mobile Observing System (MOS), or belt weather kit (BWK) plus a mobile anemometer and a barometer, will meet mission requirements of the GMQ-33 and TMQ-34. Remarks are required for GMQ-33 and TMQ-34 shortfalls using the ESSA1 label with forecast dates.

4.9.6. (Added) (ANG) If the status of the MRSP is less than C-1 due to parts shortage, use the remarks field under the ESSA1 LABEL to give more in-depth information on the problem part or parts. Use format: NSN, noun, authorized quantity, quantity on hand, requisition number, and status/EDD. List the 5 top individual problem parts.

Table 4.1. Which Equipment To Measure in Equipment and Supplies On-Hand Subareas.
Rule 5a and 5c (Replaced) (ANG).

R U L E	A	B	C	D	E	F	G	H	I	J
	If your unit is a(n)	then for the equipment and supplies on hand percentage								
		ESSA1 report	ESSA2 report	ESSA3 report	ESSA4 report	ESSA5 report	ESSA6 report	ESSA7 report	ESSA8 report	ESSA9 report
5a	air traffic control squadron	percent of generators on-hand required to support tasked UTC	percent of test equipment on-hand required to support tasked UTC	reserved for future use	percent of MRSP equipment on-hand required to support tasked UTC	percent of special purpose vehicles on-hand required for air mobility.	reserved for future use	reserved for future use	reserved for future use	reserved for future use
5c	engineering and installation unit	percent of required special purpose vehicles required on-hand	reserved for future use	reserved for future use	reserved for future use	percent of serviceable team support tools	percent of generators on-hand required to support tasked UTCs	percent of serviceable test equipment on-hand required to support tasked UTCs	percent of serviceable MRSP on-hand	reserved for future use

Table 4.1. Which Equipment To Measure in Equipment and Supplies On-Hand Subareas.
Rules 15n and 15o (Added) (ANG).

R U L E	A	B	C	D	E	F	G	H	I	J
	If your unit is a(n)	then for the equipment and supplies on hand percentage								
		ESSA1 report	ESSA2 report	ESSA3 report	ESSA4 report	ESSA5 report	ESSA6 report	ESSA7 report	ESSA8 report	ESSA9 report
15n	HIRAO 169ACWS	Percent of search radars on-hand	Percent of UHF radios	Percent of VHF radios	Percent of HF radios	Percent of on-hand microwave equipment	Percent of on-hand crypto equipment	Percent of AN/FYQ-93 computer on-hand	Reserved for future use	Reserved for future use
15o	140ADS	Percent of search radars on-hand	Percent of UHF radios	Percent of VHF radios	Percent of HF radios	Percent of on-hand microwave equipment	Percent of on-hand crypto equipment	Percent of AN/FYQ-93 computer on-hand	Percent of servers on-hand	Reserved for future use

NOTES: 4. (Added) (ANG) Rule 1, Column B: Units flying C-5, and C-141 aircraft will report MRSP percentages in a remark using label “ESSA1” which will not drive a C rating.

Table 4.6. Reporting Combat Essential and Support Equipment On-Hand Percentages.

Rule 5a (Replaced) (ANG).

R U L E	A	B	C
	If your unit is a(n)	then the combat essential equipment on-hand percentage in the label EQSEE report	and for the support equipment on hand percentage in the label EQSSE report
5a	air traffic control squadron (ANG)	percent of required major systems on-hand. Count each major system as one item.	lowest percentage from subareas ESSA1, 2, 4 and 5.

Table 4.6. Reporting Combat Essential and Support Equipment On-Hand Percentages.

Rules 27 and 28 (Added) (ANG).

R U L E	A	B	C
	If your unit is a(n)	then the combat essential equipment on-hand percentage in the label EQSEE report	and for the support equipment on hand percentage in the label EQSSE report
27	HIRAOC 169ACWS	lowest percentage on-hand from subareas ESSA1 thru ESSA7	nothing
28	140ADS	lowest percentage on-hand from subareas ESSA1 thru ESSA8	nothing

Chapter 5

EQUIPMENT CONDITION MEASURED AREA DATA

5.3.3.4. (Added) (ANG) CRC or CRE subarea calculations:

5.3.3.4.1. (Added) (ANG) Calculate radar condition percentage using Table 5.10. and label ERSA1.

5.3.3.4.2. (Added) (ANG) Calculate operations systems condition percentage and enter under label ERSA2.

CRC use Table 5.11. CRE use Table 5.12.

5.3.3.4.3. (Added) (ANG) Calculate communications systems condition percentage and enter under label ERSA3.

CRC use Table 5.13. CRE use Table 5.14.

5.3.3.4.4. (Added) (ANG) Calculate percentage of powered and towed vehicles that are available IAW Para 5.3.3.1. and enter under label ERSA7.

Table 5.1. Which Equipment to Measure in Equipment Condition Subareas.

Rule 5a (Replaced) (ANG).

R U L E	A	B	C	D	E	F	G	H	I
	If your unit is a(n)	then for the equipment condition percentage							
		ERSA1 report	ERSA2 report	ERSA3 report	ERSA4 report	ERSA5 report	ERSA6 report	ERSA7 report	ERSA8 report
5a	air traffic control squadron	percent of possessed generators mission ready and available	percent of possessed test equipment mission ready and available	percent of special purpose vehicles mission ready and available	reserved for future use	reserved for future use	reserved for future use	reserved for future use	reserved for future use

Table 5.1. Which Equipment to Measure in Equipment Condition Subareas.

Rules 15n, 15o; and Note 3 (Added) (ANG).

R U L E	A	B	C	D	E	F	G	H	I
	If your unit is a(n)	then for the equipment condition percentage							
		ERSA1 report	ERSA2 report	ERSA3 report	ERSA4 report	ERSA5 report	ERSA6 report	ERSA7 report	ERSA8 report
15n	HIRAOC 169ACWS	percent of operational radars	percent of operational UHF radios See Note 3	percent of operation-al VHF radios See Note 3	percent of operation-al HF radios See Note 3	percent of operational microwave	percent of operation-al crypto equipment	percent of operation-al AN/FYQ-93 computer	reserved for future use
15o	140ADS	percent of operational radars	percent of operational UHF radios See Note 3	percent of operation-al VHF radios See Note 3	percent of operation-al HF radios See Note 3	percent of operational microwave	percent of operation-al crypto equipment	percent of operation-al AN/FYQ-93 computer	percent of servers

NOTES: 3. (Added) (ANG) Submit remarks indicating status of degraded radios by location using remark labels ERSa2, ERSa3, or ERSa4.

Table 5.5. Reporting Combat Essential and Support Equipment Condition Percentages.

Rule 5a (Replaced) (ANG).

R U L E	A	B	C
	If your unit is a(n)	then the combat essential equipment condition percentage in the label EQREE report	and for the support equipment condition percentage in the label EQRED report
5a	air traffic control squadron (ANG)	percent of possessed major system mission ready and available	lowest percentage from subareas ERSA 1, 2 and 3

Table 5.5. Reporting Combat Essential and Support Equipment Condition Percentages.

Rules 19a, 27, 28 (Added) (ANG).

R U L E	A	B	C
	If your unit is a(n)	then the combat essential equipment condition percentage in the label EQREE report	and for the support equipment condition percentage in the label EQRED report
19a	See Note		
27	HIRAOC 169ACWS	Lowest percentage of ready & available from subareas ERSA1 thru ERSA7	nothing
28	140ADS	Lowest percentage of ready & available from subareas ERSA1 thru ERSA8	nothing

NOTE: (Added) (ANG) Rule 19a: ANG units use Table 5.27 or 5.28 in this supplement as applicable.**Table 5.5A. (Added) (ANG) Reporting Combat Essential Percentages.**

R U L E	If the air traffic control systems provide (at a minimum) the following:	then for the condition percentage under label EQREE report
1	IFR (ATC tower, ATC radar – both channels operational, and TACAN all operational)	100%
2	IFR (ATC tower, ATC radar – one channel operational, and TACAN all operational)	90%
3	Limited IFR (ATC tower, ATC radar - both channels operational)	95%
4	Limited IFR (ATC tower, ATC radar – one channel operational)	85%
5	Limited IFR (tower and TACAN operational, or radar only – both channels operational)	85%

6	Limited IFR (tower and TACAN operational, or radar only – one channel operational)	75%
7	Limited IFR (tower and TACAN -- one channel operational)	70%
8	Limited IFR (radar only - both channels)	80%
9	Limited IFR (radar only - one channel)	70%
10	VFR only (ATC tower only operational)	50%

NOTES:

1. ATC tower requires two functional controller positions with radio and landline capability.
2. ATC radar requires one functional PAR and two functional ASR positions with radio and landline capability.
3. TACAN requires transponder and monitor capable of passing flight check.

Table 5.28. (Added) (ANG) 140ADS & 169ACWS Radar Condition Percentage.

RULE	A	B	C
	If radar condition is	and the number of available radar is	percent to record in ERSA1 is
1	fully operational	2	100
2	loss of MTD & ECCM (50%)	1	85
3	loss of height or IFF/SIF	1	65
4	loss of search or microwave	1	55

Table 5.29. (Added) (ANG) 140ADS & 169ACWS Comm Equipment Condition Percentage.

RULE	# of operational channels UHF ERSA2	# of operational channels VHF ERSA3	# of operational channels HF ERSA4	percent to report in ERSA2,3,or 4
1	8	12	7	100
2	4-7	8-11	4-6	85
3	2-3	4-7	1-3	65
4	1	1-3	0	55

Table 5.30. (Added) (ANG) 140ADS Server Calculating Condition Percentage.

RULE	# of data servers is	# of consoles is	percentage to record in ERSA8
1	2	9-10	100
2	2	6-8	85
3	1	1-5	65
4	0	0	55

Chapter 6

TRAINING MEASURED AREA DATA

6.1.3. (Added) (ANG). (For non-flying units only): UGT is not a prime factor in calculating the training measured area C-level. UGT is a function of grade and skill level and is not directly related to the ability of a unit to accomplish its wartime mission. Skill level deficiencies are reflected in the critical skill measurement in the personnel measured area. The AFSC related training to be considered when calculating the training measured area C-level is identified as qualification training, which is accomplished by all personnel regardless of grade or skill level. The training measurement is an assessment of the training completed to perform the required wartime functions. This training is based on what is required by the DOC statement. Individuals can be counted as trained against the training requirement even if they are not counted in the critical personnel measurement.

6.2.1.4. (Added) (ANG) MCE Control and Reporting Center - 2 crews. Use Table 6.1. to determine percentage of crews trained. A CRC crew consists of one Mission Crew Commander (MCC), one Senior Director (SD), one Air Surveillance Officer (ASO), three Weapons Directors (WD), one Electronic Protection Technician (EPT), one Data Systems Technician (DST), one Interface Control Technician (ICT), one Air Surveillance Technician (AST), and three Surveillance Technicians (ST).

6.2.1.4.1. (Added) (ANG) MCE Control and Reporting Element (CRE) - 2 crews. Use Table 6.1. to determine percentage of crews trained. A CRE crew consists of one MCC, two WDs, one EPT, one DST, one ICT, one AST, and one ST.

6.4.1.3.1.2.2. (Added) (ANG) **NOTE:** ANG units may use any combination of Rated Position Identifier (RPI) code 1, 2 and RPI 6 positions, as designated by the OG/CC, to arrive at the required numbers. All other flying positions within the wing will be BMC.

6.4.1.3.1.3.2. (Added) (ANG) **NOTE:** ANG units may use any combination of RPI code 1, 2 and RPI 6 positions, as designated by the OG/CC, to arrive at the required numbers. All other flying positions within the wing will be BMC.

Table 6.7. (Added) (ANG) Units Using Method C-Which Training Totals and Subareas to Measure. (See Note)

R U L E	If your unit is a(n)	TRUTC	TRSA1	TRSA2	TRSA3	TRSA4	TRSA5
5a	air traffic control squadron (ANG)	lowest percent from subarea TRSA1 through TRSA3	percent of assigned 1C1X1 personnel proficient in assigned ATC operations IAW AFI 13- 203	percent of assigned equipment qualified 2EXXX/3EX XX personnel equipment qualified IAW AF CFETP	percent of assigned personnel qualified and mobility trained IAW AFI 10-403	reserved for future use	reserved for future use

Attachment 2**DESIGNED OPERATIONAL CAPABILITY (DOC) STATEMENT DEVELOPMENT**

A2.5.3.3. (Added) (ANG) Wing SORTS managers will maintain a master copy of all unit DOC statements (with the measured unit commander's review annotated) and provide a copy to the subordinate unit commander/SORTS monitor. ANG Combat Communications Groups will maintain a copy of the current DOC for all units within the group.

A2.8.2.5. (Added) (ANG) Only flying squadron DOCs may list Operations Plans to be supported.

A2.8.3.2.3.3. (Added) (ANG) ANG flying units will use WSMIS-DMAS assessments or an ANG designated model approved by Hq Air Force and ANG/LGS in determining the spares assessment. Spare engines will be reported separately.

Table A2.6. NOTES: (Added) (ANG) DOCIDs listed above are designed primarily to aid information processing and relate to capability:

1. The first character is the alphabetic A through Z (minus I) that relates to a general mission category. For example, A relates to air superiority, and B to air defense.
2. The second character specifies whether the unit's reported mission is alert (A); generation (G); combined alert and generation, or combined generation and mobility (D); mobility (M); or surveillance (S).
3. The third and fourth characters are the numeric 22 through 99. The third and fourth characters specify the capability in a general mission area.

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Attachment
6. SORTS Self-Inspection Checklist (Added) (ANG)

Attachment 6

SORTS Self-Inspection Checklist (Added) (ANG)

Item No	Item	Yes	No	N/A
1.	Has the base commander identified in writing and trained at least a primary and alternate base SORTS manager (Ref: AFI 10-201, Para 1.16.1.1.1.)?			
2.	Has the Wing/Group/GSU published a local SORTS operating instruction (if locally directed)?			
3.	Does each unit monitor have copies of CJCSM 3150.02, AFI 10-201, gaining MAJCOM supplements (when appropriate), and Wing/Group/GSU regulations/supplements?			
4.	Has the measured unit commander appointed and trained two SORTS monitors (Ref: AFI 10-201, Para 1.17.1.3.)?			
5.	Have reporting units established a unit SORTS folder (Ref: AFI 10-201/ANG SUP 1, Para 1.16.2.7.)? As a minimum, does this folder contain:			
5.1.	Documentation of formal training for the SORTS monitors.			
5.2.	Self-inspection checklist.			
5.3.	Letter from the unit commander appointing at least a primary and alternate SORTS monitor.			
5.4.	Current DOC statement.			
5.5.	Delegation letters.			
5.6.	Latest SORTS report and signed easy-read.			
6.	Have procedures been established to ensure compliance with local security requirements when producing SORTS reports/messages (Ref: AFSSI 7000)?			
7.	Are worksheets and supporting documents being marked with proper security classification and controlled IAW AFI 31-401 and AFI 10-201?			
8.	Upon assuming command, has the new unit commander reviewed the unit DOC statements (Ref: AFI 10-201, Para 1.17.1.5.)?			
9.	Have procedures been established to ensure timely submission of required reports and error corrections (Ref: CJCSM 3150.02, and AFI 10-201/ANG SUP 1, Para 1.17.2.6.)?			
10.	Is proper distribution of DOC statements being made after receipt (Ref: AFI 10-201/ANG SUP 1, Para A2.5.3.3.)?			
11.	Is the ANGRC annual DOC review being filed with the DOC statement and posted by date in the appropriate area on the DOC statement (Ref: AFI 10-201, Para 1.17.1.5.)?			
12.	Is the unit's SORTS report based upon the criteria established in AFI 10-201, AFI 10-201/ANG SUP 1, and the unit DOC statement?			
13.	Does the unit's database reflect the most current C-levels?			

Item No	Item	Yes	No	N/A
13.1.	Are “expected improvement dates” current?			
13.2.	Are remarks less than 90 days old (Ref: AFI 10-201, Para 2.11.2.)?			
14.	Do remarks clearly explain problems, actions being taken to resolve problems, and expected C-level and improvement date (Ref: AFI 10-201, Para 2.11.1.)?			
15.	Have formal training school quota shortfalls been coordinated through the Base Education Training Manager (BETM) and identified in a “TRRAT” remark (Ref: AFI 10-201/ANG SUP1, Para 2.11.6.4.1.)?			
16.	Are the remarks properly formatted (Ref: AFI 10-201, Para 2.11.)?			
17.	Has personnel data been coordinated with DPMDR (if locally directed)?			
18.	Has the unit commander or the designated representative reviewed the data and remarks for quality and assigned an overall C-level; and is the unit commander aware of unit problems (Ref: AFI 10-201, Para 1.17.1.1.)?			

 Conducted by

 Date